

# NC E-Procurement **New User** Request Form

## (For NC Buyers Only)

This form is to be used ONLY to **add a user** who is not currently in NC E-Procurement.

Name of New User: \_\_\_\_\_ New User NCID User ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Entity/Entity Number: \_\_\_\_\_ User Group ID: (four digit code) \_\_\_\_\_

Ship To Address Name: \_\_\_\_\_ Bill To Address Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor NCID User ID: \_\_\_\_\_

(\*If no Supervisor is listed, then this user MUST have 'Unlimited' Management Level AND 'No Supervisor' role)

### Management Level (Select One):

\_\_\_ 0 \_\_\_ 500 \_\_\_ 750 \_\_\_ 1,000 \_\_\_ 2,000 \_\_\_ 2,500 \_\_\_ 5,000 \_\_\_ 10,000 \_\_\_ 25,000 \_\_\_ Unlimited (9999999)

### Select All Applicable User Roles Below:

- \_\_\_ Requester – All (or)  
\_\_\_ Requester - Catalog Only (or)  
\_\_\_ Requester - No eQuote

(Select only one of the above three roles)

- \_\_\_ Approver  
\_\_\_ Central Receiver (NCAS Only) Central Receiver Group Name: \_\_\_\_\_  
\_\_\_ No Supervisor  
\_\_\_ Address eForm Role  
\_\_\_ Requisition Editor  
\_\_\_ Edit Bill To  
\_\_\_ Reporting Role  
\_\_\_ Global Reporting Role  
\_\_\_ Purchasing Agent  
\_\_\_ Security Administrator  
\_\_\_ User Maintenance eForm  
\_\_\_ EP Lite Administrator  
(Community Colleges and Schools Systems Only)  
\_\_\_ Other: \_\_\_\_\_ (ex: Cross Entity Purchasing)

For a list of role descriptions, please consult the User Maintenance eForm Process Guide located at <http://eprocurement.nc.gov/Training.html#SecurityAdministrator>



### Select All Applicable User Groups Below:

- \_\_\_ Chief Procurement Officer  
\_\_\_ Override Budget Officer (NCAS Only)  
\_\_\_ Other: \_\_\_\_\_ (ex: IT Approver, Financial Approver, etc.)

### Security Administrator or EP Lite Administrator Use Only

Comments: \_\_\_\_\_

Security Administrator Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

### Help Desk Use Only

Comments/Actions: \_\_\_\_\_

CSR Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Please fax this form to the NC E-Procurement Help Desk at 1-919-424-1975 or email [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)

Questions About this Form? Please contact the NC E-Procurement @ Your Service Help Desk at 1-888-211-7440 option 1 or via email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)